

PA ACTIONS-DEFINITIONS-REASONS

| Action | Reason and Definition | Employment Status |
|---|---|-------------------|
| New Hire - the initial employment of an individual to a position. | <ul style="list-style-type: none"> • New Hire - is the initial employment of an individual to a position. • National Guard • ENR DFP Pick up fire fighter | Active |
| Promotion - movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher journey market rate or movement from one position to another within the same banded class with a higher competency level. | <ul style="list-style-type: none"> • Promotion - is movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher journey market rate or movement from one position to another within the same banded class with a higher competency level. • Promotion Inc-After Eff Date – employee receives remainder of increase with a current effective date. • Acting Promotion - is a temporary movement to a position assigned a higher salary grade or temporary movement between positions from one career-banded class to another with a higher journey market rate or temporary movement from one position to another within the same banded class with a higher competency level. | Active |
| <p>Reinstatement - the reemployment of a former employee after a break in service; or is the reemployment of an employee from leave without pay; or is the return to a non-policy-making position of an employee who transferred to or occupied a position designated as policy-making exempt.</p> <p>NOTE: Employee has been in BEACON SAP system before.</p> <p>(continued)</p> | <ul style="list-style-type: none"> • Return to State within 12 months (same salary grade) – employee returns to employment in less than 12 months to the same salary grade. • Return to State within 12 months (higher salary grade) - employee returns to employment in less than 12 months to a higher salary grade. • Return to State within 12 months (lower salary grade) - employee returns to employment in less than 12 months to a lower salary grade. • Return to State within 5 years – employee returns to employment within 5 years (check reinstate sick leave if eligible). • Return to State after 5 years – employee returns after 5 years. • Return from Short-Term Disability Trial Rehab – return to service in the same capacity that existed prior to the disability. Based on doctor's note. • Return from Short-Term Disability Complete – returning to work per doctor's note. • Return from Long-Term Disability – returning to work per doctor's note. | Active |

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| Reinstatement - (continued) | <ul style="list-style-type: none"> • Return from Disciplinary Suspension – returning to work. • Return from Investigatory Placement Leave – returning to work. • Return from Military Leave – returning to work. • Return from Worker’s Comp Trial Rehab - return to service in the same capacity that existed prior to the WC Leave. Based on doctors note. • Return from Worker’s Comp Complete – return to work. • Return from Educational Leave – return to work. • Return from FMLA – return to work. • Return from Family Illness - return to work. • Return from Parental – return to work. • Return from LOA Other – return to work. • Return to Supplemental – return to work. | Active |
| LOA – used when an employee is out of work on paid or unpaid leave. <div>(continued)</div> | <ul style="list-style-type: none"> • FMLA – employee is out for a reason that qualifies for FMLA. • Parental (not FMLA) employee is not eligible for FMLA. • Family Illness Leave – employee is out due to having to take care of immediate family members and the employee chooses to not use FMLA • Extended Illness – employee illness that is not covered by FMLA or short term disability. • Reserve Active Duty (leave) – employee is exhausting vacation, bonus or comp time prior to RAD 30 day leave. • Reserve Active Duty (lump sum) - employee is paid for vacation, bonus or comp time prior to RAD 30 day leave. | Active |

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| LOA – (continued) | <ul style="list-style-type: none"> Emergency Layoff - may be used for the following: <ul style="list-style-type: none"> Public Health officials quarantine an employee, or Public Health officials and the agency authority concur that the employee should be excluded from work. Extended Military – Granted for all uniformed service duty that is not covered by military leave with pay as defined by policy for active/inactive duty training, physical exams, and reserve active duty. | Active |
| Quick Entry – hiring action with fewer infotypes than the new hire action. (The person is not paid by BEACON) | <ul style="list-style-type: none"> Contractor – will be assigned an external personnel number and will not be paid by Payroll. Dual Employment Borrowing – employee is entered into the system to track time and for position to show occupied. Volunteer - will be assigned an external personnel number. Board Member - will be assigned an external personnel number and will not be paid by Payroll. Federal - will be assigned an external personnel number and will not be paid by Payroll. | Active |
| Investigatory w/pay – to investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action; to provide time within which to schedule and conduct a pre-disciplinary conference; or to avoid disruption of the work place and/or to protect the safety of persons or property. | <ul style="list-style-type: none"> Investigatory Placement Leave – employee may be placed on leave for no more than 30 days. Extended – requires written approval from Agency head and the State Personnel Director. | Active |

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| Suspension – the removal of an employee from work for disciplinary reasons without paying the employee. | <ul style="list-style-type: none"> • Conduct – an act that is: <ul style="list-style-type: none"> ○ conduct for which no reasonable person should expect to receive prior warning; or ○ job-related conduct which constitutes a violation of State or federal law; or ○ conviction of a felony or an offense involving moral turpitude that is detrimental to or impacts the employee's service to the State; or ○ the willful violation of known or written work rules; or ○ conduct unbecoming a State employee that is detrimental to State service; or ○ the abuse of client(s), patient(s), student(s) or person(s) over whom the employee has charge or to whom the employee has a responsibility or of an animal owned by the State; or ○ absence from work after all authorized leave credits and benefits have been exhausted; or ○ falsification of a State application or in other employment documentation. • Unsatisfactory Performance - work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by the management of the work unit or agency. • Gross inefficiency - Failure to satisfactorily perform job requirements as set out in the job description, work plan, or as directed by the management of the work unit or agency; and, the act or failure to act causes or results in: <ul style="list-style-type: none"> ○ death or serious bodily injury or creates conditions that increase the chance for death or serious bodily injury to an employee(s) or to members of the public or to a person(s) for whom the employee has responsibility; or, ○ the loss of or damage to state property or funds that results in a serious adverse impact on the State and/or work unit. | Inactive |

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| <p>Non-Beacon to Beacon – employee working for a Non-BEACON Agency is transferring to a BEACON Agency. (Example – NCSU to DOT)</p> <p>NOTE: You would also use Non-Beacon to Beacon if a former employee left State employment before his or her Agency implemented BEACON (the former employee has an employment record in PMIS, but does not have any record in BEACON SAP).</p> | <ul style="list-style-type: none"> • Transfer Lateral - movement to a position assigned a same salary grade or movement between positions from one career-banded class to another with the same journey market rate or movement to a position within the same banded class with the same competency level. • Transfer Re-assignment - movement to a position assigned a lower salary grade or movement between positions from one career-banded class to another with a lower journey market rate or movement to a position with the same banded class with a lower competency level. • Transfer Promotion - movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher journey market rate or movement to a position with the same banded class with a higher competency level. • Return to State within 12 months (same salary grade) – employee returns to employment in less than 12 months to the same salary grade. • Return to State within 12 months (higher salary grade) - employee returns to employment in less than 12 months to a higher salary grade. • Return to State within 12 months (lower salary grade) - employee returns to employment in less than 12 months to a lower salary grade. • Return to State within 5 years – employee returns to employment within 5 years (check reinstate sick leave if eligible). • Return to State after 5 years – employee returns after 5 years. • Grade Band Transfer - Employee movement between banded and graded classes. <ul style="list-style-type: none"> ○ Banded to Graded Classes ○ Graded to Banded Classes | Active |

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| <p>Transfer - the movement of an employee from one graded position to another or from one banded position to another within the present agency or between BEACON agencies without a break in service.</p> | <ul style="list-style-type: none"> • Agency to Agency Lateral - movement to a position assigned the same salary grade or movement between positions from one career-banded class to another with the same journey market rate or movement to a position within the same banded class with the same competency level. • Agency to Agency Re-assignment - movement to a position assigned a lower salary grade or movement between positions from one career-banded class to another with a lower journey market rate or movement to a position within the same banded class with a lower competency level. • Agency to Agency Promotion - movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher journey market rate or movement to a position within the same banded class with a higher competency level. • Within Agency Lateral - is a change in status resulting from assignment to a position assigned a same salary grade or movement between positions from one career-banded class to another with the same journey market rate or movement to a position within the same banded class with the same competency level. • Within Agency Re-assignment - is a change in status resulting from assignment to a position assigned a lower salary grade or movement between positions from one career-banded class to another with a lower journey market rate or movement to a position within the same banded class with the lower competency level. • Grade Band Transfer - Employee movement between banded and graded classes. <ul style="list-style-type: none"> ○ Banded to Graded Classes ○ Graded to Banded Classes | Active |

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| <p>Appointment Change - the change in employee's type of appointment. Such as permanent, probation, time-limited, time-limited probationary, trainee, etc.</p> <p>NOTE: Employee isn't changing position numbers.</p> <p>(continued)</p> | <ul style="list-style-type: none"> • Trainee to Permanent – employee has completed his/her trainee progression. • Supplemental to Probation – employee is changing from Temporary status to a Probationary status, within the same position, but the employee must serve a probationary period. • Supplemental to Permanent – employee is changing from a Temporary status to a Permanent status, within the same position, in which the employment in the Temporary position satisfies the probation period and credentials have been verified. • Probation to Permanent – employee has completed the probationary period. • Probation/Time-Limited to Time-Limited – employee has completed the probationary time-limited period. • Time-Limited to Permanent – employee has exceeded 36 months of employment or position is being made permanent. • Part-Time to Full-Time – employee hours will be 40. • Full-Time to Part-Time – employee hours will be less than 40. • Change in Hours – Part-time hours changing. • Extension of Appointment (no money involved). • Intermittent to Probation – employee status that requires a probationary period. • Permanent to Time-Limited – employee status that is time-limited. • Permanent to Supplemental – employee status that is Temporary. • Permanent to Intermittent – employee status that is Intermittent. • Change in FLSA | Active |

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| Appointment Change – (continued) | <ul style="list-style-type: none"> • Trainee to Probation – employee has completed trainee progression but hasn't completed the probationary period. • Probation to Trainee – employee has accepted a position with a training progression. • Permanent to Trainee – employee has accepted a position with a training progression. • Supplemental to Trainee – employee is changing from Temporary status to a Trainee status. • Supplemental to time-Limited – employee is changing from Temporary status to a Time-Limited status. • Supplemental to Probation TL – employee is changing from Temporary status to Probation time-Limited status. | |
| Reallocation - the assignment of a position to a different classification documented through data collection and analysis according to customary professional procedure and approved by the State Personnel Director. | <ul style="list-style-type: none"> • Reallocation Up – employee graded or banded has been assigned to a higher level job to recognize the higher level duties. • Reallocation Inc-After Eff Date Partial - employee receives a portion of the increase. • Reallocation Inc-After Eff Date Complete - employee receives remainder of increase. • Reallocation Inc – After Eff Date Full - employee receives full increase approved by SPC after the approved effective date (current basis). • Reallocation Down – employee graded or banded has been assigned to a lower level job to recognize the lower level duties. • Reallocation Horizontal – employee graded or banded has been assigned to the same level job to recognize the same level duties | Active |

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| <p>Demotion - a change in position and/or pay which results from inefficiency in performance or as a disciplinary action.</p> | <ul style="list-style-type: none"> • Personal Conduct – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • Gross Inefficiency – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • Unsatisfactory Performance – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • Personal Conduct – Job Reallocation - Disciplinary action resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.) • Gross Inefficiency – Job Reallocation - Disciplinary action resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.) • Unsatisfactory Performance – Job Reallocation - Disciplinary action resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.) • Personal Conduct – Salary - Disciplinary action resulting in salary reduction in same position. • Gross Inefficiency – Salary - Disciplinary action resulting in salary reduction in same position. • Unsatisfactory Performance – Salary - Disciplinary action resulting in salary reduction in same position. | Active |

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| <p>Salary Adjustment - an increase in an employee's salary within the current position.</p> <p>(continued)</p> | <ul style="list-style-type: none"> • Salary Adjustment – general increase in an EPA employee or temporary employee's base salary. • Acting Pay – temporary increase in employee base salary. • Retention Adjustment – increase in employee base salary due to receiving an outside offer and approval from State Personnel Director. Note: Agencies typically use the in-range adjustment retention reason if the employee meets the eligibility requirements and the percentage awarded falls within the in-range adjustment policy guidelines. • Trainee Adjustment – increase in employee base salary based on Trainee Progression Guide. • Lead Worker Adjustment – increase in employee base salary due to assuming lead worker responsibilities. • EPA Supplemental Payment - Pay in addition to base pay. • In-Range – Higher Level – increase in employee base salary due to documented changes has occurred in duties and responsibilities that are at a higher level but not substantial enough to justify reclassification to a higher salary grade or a salary range revision. • In-Range – Increase Variety - increase in employee base salary due documented changes has occurred in duties and responsibilities that are at the same level but the changes have increased the variety and scope of duties and/or accountability of the In-Range – Increase Variety - increase in employee base salary due documented changes has occurred in duties and responsibilities that are at the same level but the changes have increased the variety and scope of duties and/or accountability of the employee. | Active |

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| Cancel Adjustment – (continued) | <ul style="list-style-type: none"> Cancel In-Range Adjustment – employee’s salary reverts to salary prior to salary before IRA; In-Range Adjustment removed. Cancel Geographical Differential – employee’s salary reverts to salary prior to the geographical differential; geographical differential removed. Cancel Site Differential - employee’s salary reverts to salary prior to the site differential; site differential removed. Cancel CGRA – employee’s salary reverts to salary prior to the CGRA; CGRA removed. Cancel Legislative Increase - employee’s salary reverts to salary prior to the LI; LI removed. Cancel Career Progression – employee’s salary reverts to salary prior to the Career Progression; Career Progression removed. Cancel LEO Sworn – employee’s salary reverts to salary prior to the LEO Sworn Increase; LEO Sworn Increase removed. | |
| Range Revision - any change in a salary range approved by the State Personnel Commission and resulting from changes in the labor market. | <ul style="list-style-type: none"> Range Revision Full – employee receives full increase approved by SPC. Range Revision Partial – employee receives a portion of the increase. Range Revision after Effective Date Complete – employee receives remainder of increase. Range Revision No Salary Increase – employee didn’t receive any increase – put balance on infotype IT0052 Wage Maintenance. Range Revision after Effective Date (Retro to Min.) – employee is below new minimum; adjustment to new minimum may be retro to SPC approved effective date. | Active |

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| Separation Pay Continuation – employee separates but is receiving a check for a specific period of time. | <ul style="list-style-type: none"> Retirement (Law Enforcement Supplement) – paid to eligible LEOs until they reach 62nd birthday. (Only for eligible LEOs who are currently contributing to the LEO Retirement system.) Reduction in Force Severance and/or Health Insurance – When the Director of the Budget determines that the closing of a State institution or a reduction in force will accomplish economies in the State Budget, severance wages shall be paid to any affected State employee, provided reemployment is not available. This action and reason will be used for paying severance and the employee will remain in this action reason until he or she is no longer eligible for health insurance (normally 12 months). The employee will be put in this action and reason even if he or she is not eligible for severance but should have insurance for 12 months. The Agency will separate the employee after the 12 months (ZG - Separation) but they must coordinate with BEST HR/Benefits prior to processing the Action. Separation – Short-Term Disability – employee is separated but still receiving Short-Term Disability benefits. | Inactive |

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| <p>Separation - from State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death.</p> <p>(continued)</p> | <ul style="list-style-type: none"> • Better Employment – accepted employment from private company. • Personal Reasons – leaving for personal reasons. • Involuntary Separation - (1) the employee’s inability to return to all of his/her position’s essential duties and work schedule due to a medical condition or the vagueness of a medical prognosis; or (2) the employee and the agency cannot reach agreement on a return to work arrangement that meets both the operating needs of the agency and the employee’s medical/health needs. • Did not Report – no show • Voluntary resigned without Notice - employee who is absent from work and does not contact the employer for three consecutive scheduled workdays may be separated from employment as a voluntary resignation. • Reduction in Force (RIF) - employee reduced in force for reasons of shortage of funds or work, abolishment of a position, or other material changes in duties or organization (Requires OSP approval). • No Reason Given – employee didn’t give a reason. • Long-Term Disability – employee has exhausted short-term disability and been approved by the Retirement System to be separated to Long-Term Disability. • Retirement - The last day of work shall be the date separated, except in cases where an employee is exhausting leave prior to retirement. If the last day of work is the last workday in the month, the employee shall be paid for the full month. • Retirement Disability – employee receives disability until they meet retirement eligibility. • Contract Ended – end of contract. • Time Limited Appt. Term – end of time-limited appointment. | Withdrawn |

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| Separation – (continued) <div>(continued)</div> | <ul style="list-style-type: none"> • Supplemental Appt. Term – end of temporary appointment. • Not Re-Elected – employee wasn’t re-elected. • Appointment Ended - separation occurs when an employee is terminated for reasons other than just cause from one of the following positions: <ul style="list-style-type: none"> ○ exempt positions appointed by the Governor, ○ policy/making positions, ○ confidential assistants and secretaries or ○ chief deputy or chief administrative assistant or ○ certain Judicial Branch positions. • Removal From Office - AOC Only. This reason should only be used by the Judicial Branch for elected/appointed officials removed from office. • Dismissed – Gross Inefficiency – separated for gross-inefficiency. • Dismissed – Conduct – separated for conduct. • Dismissed – Unsatisfactory Performance – separated for unsatisfactory performance. • RIF – Prior to achieving career status – employee hasn’t reached career status and is being RIF’d (Requires OSP approval). • Prior to achieving perm status – employee involuntarily separated during probation at the initiation of management. • Pay in lieu of notice – employee is paid for notice instead of working the notice (Requires OSP approval). • Death - The last day of work or the day of death shall be the date separated. If the last day of work is the last workday in the month, the employee shall be paid for the full month. | |

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| Separation – (continued) | <ul style="list-style-type: none"> • Other – no other reason is applicable. • Terminate while on FMLA – employee did not return from FMLA. • Beacon to Non-Beacon Agency – employee transfers to a Non-Beacon Agency. • Cancel Separation Pay Continuation – moves separated employee from inactive to withdrawn status and will no longer receive pay from BEACON. • RIF – Discontinued Service Retirement - When the Director of the Budget determines that the closing of a State institution or a reduction in force will accomplish economies in the State Budget, a discontinued service retirement allowance shall be paid to any affected State employee, provided reemployment is not available. | |
| <p>Career Progression – Pay factors support a salary adjustment and/or competency level adjustment within the pay range of the employee’s career-banded class, in conjunction with the employee’s attainment and demonstrated use of competencies in same position.</p> <p>(continued)</p> | <ul style="list-style-type: none"> • Grade Band Transfer – Employee movement between banded and graded classes (Banded to Graded Classes and Graded to Banded Classes). • CP-Comp/Skill - Pay factors support a salary adjustment within the pay range of the employee’s career-banded class, in conjunction with the employee’s attainment and demonstrated use of competencies in same position. Overall competency level may or may not change. (If a salary adjustment is not granted due to funding issues, and competency level does not change, an action is not processed.) • CP-Labor Market – An employee’s salary is low in relation to market guidelines applicable to the employee’s competencies, and a salary adjustment is in order. Such a situation could be due to: an adjustment in the banded class market rates in conjunction with a labor market study; implementation of a market reference rate with the agency/university; insufficient funding at time of career banding implementation to pay employee at appropriate rate; removal of an internal equity/pay alignment issue that had prevented an employee from being paid at appropriate competency rate. | Active |

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| Career Progression – (continued) | <ul style="list-style-type: none"> CP-Comp Level Change – Employee’s competency level changes although a salary adjustment is not granted. Employee’s attainment and demonstrated use of competencies results in a higher overall competency level, however due to funding issues or because employee’s salary already exceeds appropriate rate, salary is not adjusted. Broad Band Level Change – a change in the level to which an employee is assigned. (Used for pilot banded employees.) Broad Band Job Change – Transfer of an employee from one banded occupational group to another banded occupational area. May or may not involve position number and salary change. Object id must change. If salary change is involved, include in the comment, reason for the adjustment and justification for any increase exceeding 10%. (Used for pilot banded employees.) Salary Adjustment Fund – A salary increase, provided through approved use of salary adjustment funds, granted to career-banded employees whose salary upon transfer from the graded system to the banded system is less than allowed by the career-banding salary administration policy (Requires OSP approval). | |
| Band Revision – commission approved change in career-banding rates based on labor market review. | <ul style="list-style-type: none"> Movement of Market Rates – employee receives the difference between Journey rates | Active |